



DEPARTMENT OF THE ARMY
HEADQUARTERS BRIGADE
UNITED STATES ARMY NORTH ATLANTIC TREATY ORGANIZATION
Unit 21420
APO AE 09705-1420

REPLY TO
ATTENTION OF

ACDP-CPO

27 Jul 06

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army NATO Brigade (USANATO) Policy Letter #14, Civilian Recognition Ceremony and Hail and Farewell

1. Purpose. To prescribe policy and establish procedures pertaining to the execution of the US Army NATO Civilian Recognition Ceremony and Hail and Farewell Ceremony conducted at SHAPE, Belgium.
2. Responsibilities.
 - a. The Civilian Personnel Liaison (CPL), G1 is the proponent for the Civilian Recognition Ceremony and HQ Company is the proponent for the Hail and Farewell Ceremony.
 - b. HQ Company is responsible for ensuring the Brigade Colors are at the location designated for the ceremony and ensuring they are returned to Headquarters when the ceremonies are complete.
 - c. Commander/Section Chiefs are responsible for ensuring the DCoS, G1 has all required information (indicated below) 48 hours prior to the ceremony.
 - d. Commander/Section Chiefs are responsible for ensuring attendance of each individual who will be awarded/hailed & farewelled.
 - e. CPL, G1 is responsible for ensuring all required certificates and medals are ready before the ceremony.
3. Policy.
 - a. US Army NATO, SHAPE will conduct a Civilian Recognition Ceremony and Hail and Farewell quarterly to recognize our civilians and welcome new Soldiers, civilians, and spouses to the command and say goodbye to those departing.
 - b. The Civilian Recognition Ceremony will begin at 1600 at a date published by the CPL & HQ Company.

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- c. The Hail and Farewell will be held immediately following the Civilian Recognition Ceremony.
- d. Uniform for the ceremony is duty uniform or civilian casual.
- e. The CPL, G1 is responsible for ensuring all civilian recognition material is prepared and ready for presentation.
- f. Suggested the format for conducting Hails and Farewells:

HAILS:

- Arriving Soldier's or civilians full name and rank.
- Previous unit/job title.
- New job title.
- Spouse's name.
- Children's names and ages.
- Hobbies or personal information of interest (humorous and/or serious).

FAREWELLS:

- Departing Soldier's or civilian's full name and rank.
- Spouse's name.
- Arrival date to unit and list of positions and accomplishments.
- Destination and job title (if known).
- Hobbies or personal information of interest (humorous and/or serious).

4. Procedures.

a. Civilian Recognition Ceremony, CPL, G1:

(1) Coordinate the date of the event with the Brigade Commander's and G3 Master Calendar.

(2) Schedule the location for 1600-1730.

(3) Coordinate for appropriate snacks.

b. Hail and Farewell, HQ Company:

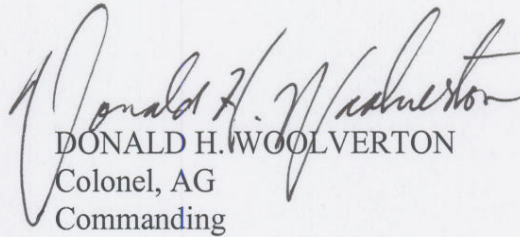
(1) Collect information on Soldiers and Civilians for the Hail and Farewell for the staff chiefs NLT 48 hours prior to the ceremony.

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(2) Ensure a photographer is scheduled for the event.

5. Point of Contact for this policy is Ms. Young at DSN 423-5465.



DONALD H. WOOLVERTON
Colonel, AG
Commanding